

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER III -
Youthful Offender Program

SALARY GROUP: B15

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Pam Carey DATE: 04/13/2016

POSITION #: 045233

I. JOB SUMMARY

Provides highly complex case management work. Work involves reviewing and tracking case management activities; and assisting in developing program goals, objectives, and procedures. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Reviews offenders referred to the Youthful Offender Program and tracks progress through the program; facilitates group sessions; performs didactic education instruction; monitors individual program involvement; and develops and implements offender service plans.
- B. Interviews offenders to identify service needs; documents case records and other records regarding provided services; documents offender program activities; and identifies problem areas, service gaps, and areas that are barriers to services.
- C. Ensures continuity of care by obtaining and maintaining Texas Juvenile Justice Department records of Youthful Offender Program transfers; provides input to treating departments to ensure ongoing services; and serves as liaison between offenders and facility security staff.
- D. Participates in the quality assurance and utilization review processes for case management to ensure quality services; assists with program monitoring and evaluation; and prepares correspondence, reports, and recommendations.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Psychology, Social Work, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning social work, offender case management, case processing, or counseling experience.
3. Criminal justice experience preferred.
4. Juvenile correctional custody experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles, methods, and practices of social work.
2. Knowledge of the principles and terminology of criminology, psychological concepts of behavior, social adjustment, and of social case management techniques.
3. Knowledge of group dynamics.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to assess offender needs and coordinate and produce a treatment plan.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to prepare and maintain accurate records, files, and reports.

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11. Skill to review technical data and prepare technical reports.

12. Skill in working with youthful offenders preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.